

# **ADVANCED RECEIVABLES TRAINING MANUAL (RE's)**

December 28, 2004

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# MFASIS ADVANCED RECEIVABLES SYSTEM

## Overview

The Advanced Receivables Subsystem provides detailed revenue accounting records for both financial and cost accounting. It also provides detailed receivable management and comprehensive collection support, and allows revenue accounting on a cash or accrual basis.

Receivables are entered and maintained using the documents discussed in detail below.

<b>Document Name/ID</b>	<b>Purpose</b>
Cash Receipt (CR)	Records the received revenue when payment is remitted by the debtor. The billed receivable is liquidated and the cash collection recorded. When revenue is received before it is earned, it is recorded on the cash receipt document as deferred revenue.
Non-Sufficient Funds (NF)	If a cash receipt document has been processed for a customer's check, and the check is returned for insufficient funds, a Non-Sufficient Funds (NF) document is processed. The Non-Sufficient Funds (NF) document reverses out the payment to the referenced receivables, and optionally applies a nonsufficient funds check charge.
Receivable (RE)	Enters revenue that is earned and billable into the system. Earned revenue is recognized, a billed receivable recorded, and an invoice is sent to the debtor.
Receivable Credit Memo (RM)	Credits a customer's account. For example, a Receivable Credit Memo (RM) is entered when a customer receives the incorrect quantity of goods or if the customer overpays.
Journal Voucher (JV)	Reclassifies deferred revenue as earned. Journal voucher documents are discussed in detail in the <i>User's Guide</i> .
Write-Off (WO)	Once a customer's receivable becomes significantly past due, and collections are doubtful, a Write-Off (WO) document can be processed to write off the receivable.

The Advanced Receivables Subsystem consists of the following tables and corresponding windows:

<b>Table Name</b>	<b>Table ID</b>
Billing Profile	BPRO
Billing Profile Collection Cycle	BPCC
Billing Rate	BRTE
Customer Document Inquiry	CDOC
Collection Letter	COLT
Customer Text	CTXT
Alternate Customer Code Inquiry	CUSA

<b>Table Name</b>	<b>Table ID</b>
Customer Credit History Inquiry	CUSC
Customer Financial History Inquiry	CUSF
Customer Name Inquiry	CUSN
Customer Information	CUST, CUS2
Dunning Message	DUNN
Master Service Agreement	MSAT
Open Receivables by Customer Inquiry	OREC
Open Receivables by Due Date Inquiry	ORED
Open Receivable Header Inquiry	OREH
Open Receivable Line Inquiry	OREL
Open Receivable Options	OREO
Payment Detail Inquiry	PDET
Printed Receivable	PRRE
Payment Schedule	PSHD
Potential Uncollectible Receivable	PUNR
Recurring Receivable	RERE
Open Receivable Text	RETX
Renewal Notice Scheduling	RNEW
Renewal Type	RNTP
Revenue Options by Agency/Revenue Source	ROAR
Revenue Options	ROPT
Renewal Notice Text	RTXT
Statement Hold	STHD
Statement	STMT
Third Party Billing	TPAR
Third Party/Customer Reference Inquiry	TPCU
Warrant Intercept	WINT

### **Advanced Receivables Reporting**

The Advanced Receivables Subsystem provides additional detailed accounts receivable information which is not available online through a series of reports. Detail document, aged receivable, collection support, and system assurance reporting is provided. Each of these reports is normally generated during nightly batch processing.

The Advanced Receivables Subsystem includes the reports listed below.

<b>Report Name</b>	<b>Report ID</b>
Revenue Source Summary Report	AR30
Past Due Receivable Detail Report	AR31
Summary Aging Report by Customer	AR32
Summary Aging Report by Agency	AR33
Customer Credit Balance Report	AR34
Detail Assigned to a Collection Agency Report	AR35
Receivable Write-Off Report	AR36
Collection Agency Performance Report	AR37
Open Receivable Tables -vs.- Revenue Ledger Exception Report	AR38
Invoice Register & Error Report	AR96

### **Accounting Basis of ADVANTAGE Financial Revenue Accounting**

Advanced Receivables Subsystem performs various functions that aid in properly accounting for revenue. Some of these functions include:

- Users entering only the revenue line of a revenue document on the document window. The implied offset, or balance sheet, entry is automatically generated.

- The system automatically decreases billed receivables when cash receipts or P9's are recorded against them. That is, in addition to the entry generated to offset the cash receipt, another entry is generated to reverse the outstanding billed receivable that was created by the receivable.

A closed receivable may be reopened in the accounting period when it was closed or in the accounting period immediately following. Reopening is accomplished with a modifying document (RM or RE) that is entered as if the receivable were still open.

- Recognized revenues are adjusted by only the net change when:
  - Final cash receipts/P9s differ from previously recognized revenues.
  - A modifying receivable or cash receipt/P9 document changes the amount of the original document.

## Customer Information

Some of the customer information windows are updated by the Advanced Receivables Subsystem and others allow users to update information as needed.

The customer tables are used to identify individuals, organizations or other entities providing revenue. **Customer** codes are required on all Advanced Receivables Subsystem transactions except for the cash receipt. If a **Customer** code is entered on a document, various financial and credit history information is automatically maintained by the system.

The customer file contains descriptive data and status information about customers. Customer information is presented on four screens which are listed below. To establish a customer within the system, the customer's information must be entered on Customer Information (CUST). Default entries on the other customer tables are automatically created. All four tables have the same key, but each displays different information about the customer. The tables listed below contain customer information.

Table Name	Table ID
Customer Information (CUST, CUS2)	CUST/CUS2
Customer Financial History Inquiry	CUSF
Customer Credit History Inquiry (CUSC)	CUSC

The customer tables are keyed by the **Customer** code, which is a unique identifier of an individual or organization who either purchases goods or services from or provides funding to the government entity.

## Customer Information (CUST)

```

ACTION: R  SCREEN: CUST  USERID: ACAS CKSY          11/12/04  03:29:10 PM

      C U S T O M E R   I N F O R M A T I O N   ( 1   O F   2   )

CUSTOMER= 18ABGS          MISC: N          ALT CUSTOMER: BGS

CORPORATE NAME: BUREAU OF GENERAL SERVICES
INDIVIDUAL LAST NAME:          FIRST:          M.I.:
SHORT NAME: BGS

DIVISION: CAPITAL CONSTRUCTION & REPAIR
ADDRESS: 77 STATE HOUSE STATION
:
CITY: AUGUSTA          STATE: ME  ZIP: 04333 - 0077
PHONE:          FAX NUMBER:

A/P CONTACT: ELAINE CLARK          A/P PHONE:
BANK NAME:          BANK PHONE:
VENDOR:          THIRD PARTY:

BILLING CODE: STMT          STATUS: A          TEXT IND: N
  
```

### CUSTOMER INFORMATION (1 OF 2) (CUST)

Customer Information (1 of 2) (CUST) is the primary customer window containing the customer name, address, accounts payable contact and customer specific flags. All customers must be entered on this window before they are used.

Field	Description
Customer	Key field. Enter the customer/client. The last character is an alternate address indicator used to identify multiple locations for the customer.
Misc	Default is cleared [N]. Select [Y] to identify miscellaneous one-time or summary customers.
Alt Customer	Optional. Enter an alternate identifier for the customer/client.
Corporate Name	Conditional. Required if <b>Individual Name</b> is blank. If the customer is a company or government, enter the customer name here.
Individual Last Name, First, M.I.	Conditional. Required if <b>Corporation Name</b> is blank. Enter the name of the customer if the customer is an individual.
Short Name	Required. Enter an abbreviated customer name to be used for reporting purposes.
Division	Optional. Enter the corporation division, department or other additional name information.

<b>Field</b>	<b>Description</b>
Address, City, State, Zip	Required. Enter the customer's street address, city, state and zip code. The first five characters of the zip code are required and the last four are optional.
Phone	Optional. Enter the customer's telephone number.
Fax Number	Optional. Enter the telephone number for the customer's fax machine.
A/P Contact	Optional. Enter the name of the contact in the customer's accounts payable department.
A/P Phone	Optional. Enter the telephone number for the accounts payable contact.
Bank Name	Optional. Enter the bank with which the customer does business.
Bank Phone	Optional. Enter the telephone number at the customer's bank.
Vendor Optional.	Enter the vendor code cross-reference to Vendor (VEN2) if this customer is also a vendor.
Third Party	Optional. Enter the third party that is used for billing the customer. See Third Party Billing (TPAR) for valid values.
Billing Code	Optional. Enter a billing profile for the customer. See Billing Profile (BPRO) for valid values.
Status	Defaults to <b>Active [A]</b> . Valid values are <b>Active [A]</b> , <b>Inactive [I]</b> or <b>Marked of Deletion [D]</b> .
Text Ind	If selected [Y], this indicates that text was entered on Customer Text (CTXT) for the customer. This field is displayed.

## Customer Information (CUS2)

```

ACTION: R SCREEN: CUS2 USERID: ACAS CKSY 11/12/04 03:30:23 PM

      C U S T O M E R   I N F O R M A T I O N   ( 2   O F   2 )

CUSTOMER= 18ABGS ALT CUSTOMER: BGS
NAME: BUREAU OF GENERAL SERVICES SHORT NAME: BGS

      MISC: N ENGLISH SPOKEN:
      STATUS: A MARITAL STATUS:
ORGANIZATION TYPE: G SEX:
TAX EXEMPT IND: DATE OF BIRTH:

      BILLING CODE: STMT RETURNED MAIL IND:
      THIRD PARTY: LICENSE/PERMIT NUMBER:

PROJ FUNDING SOURCE IND: PROJ FUNDING SOURCE TYPE:

      TEXT IND: N
  
```

Customer Information (2 of 2) (CUS2) contains personal/organizational information about a customer. It is used to provide additional information about a customer defined on Customer Information (CUST). You cannot add a new customer using this window, additions are done on Customer Information (CUST).

Field	Description
Customer	Key field. Enter the customer/client.
Alt Customer	The alternate identifier for the customer/client is displayed.
Name	The corresponding customer name is displayed.
Short Name	The corresponding customer short name is displayed.
Misc	If selected [Y], this customer is a miscellaneous, one-time, or summary customer. This field is displayed.
English Spoken	Optional. Select the appropriate value. Valid values are <b>Yes [Y]</b> , <b>No [N]</b> , and <b>No Entry [blank]</b> .
Status	Default is <b>Active [A]</b> . Valid values are <b>Active [A]</b> , <b>Inactive [I]</b> or <b>Marked for Deletion [D]</b> .
Marital Status	Defaults to <b>No Entry [blank]</b> . Valid values are <b>Single [S]</b> , <b>Married [M]</b> , <b>Divorced [D]</b> , or <b>No Entry [blank]</b> .



<b>Field</b>	<b>Description</b>
Organization Type	Optional. Enter a value to specify the customer's type if they are not an individual customer. Enter a <b>G</b> Governmental Entity (State Agency).
Sex	Defaults to <b>No Entry [blank]</b> . Valid values are <b>No Entry [blank]</b> , <b>Female [F]</b> and <b>Male [M]</b> .
Tax Exempt Ind	Defaults to <b>No Entry [blank]</b> . Valid values are <b>Yes [Y]</b> , <b>No [N]</b> , and <b>No Entry [blank]</b> .
Date of Birth	Optional. Enter the customer's date of birth ( <i>mm dd yy</i> ).
Billing Code	Optional. Enter the default billing profile for the customer. See Billing Profile (BPRO) for valid values.
Returned Mail Ind	Defaults to <b>No Entry [N]</b> . Select <b>Yes [Y]</b> if the customer's address is no longer valid. Valid values are <b>Yes [Y]</b> , <b>No [N]</b> , and <b>No Entry [N]</b> .
Third Party	Optional. Enter the third party that is used for billing the customer. See Third Party Billing (TPAR) for valid values.
License/Permit Number	Optional. Enter the license or permit number with which the customer is associated.
Proj Funding Source Ind	Defaults to <b>No Entry [blank]</b> . If this customer is associated with a project fund, select <b>Yes [Y]</b> . Valid values are <b>Yes [Y]</b> , <b>No [N]</b> , and <b>No Entry [blank]</b> .
Proj Funding Source Type	Conditional. <b>Project Funding Source</b> must be <b>Yes [Y]</b> to enter a value other than <b>No Entry [blank]</b> . Select the value that best describes the type of project fund. Valid values are <b>Federal [F]</b> , <b>State [S]</b> , <b>Bond [B]</b> , and <b>Other [O]</b> .
Text Ind	If selected [ <b>Y</b> ], text was entered on Customer Text (CTXT) for the customer. This field is displayed.

## Customer Text (CTXT)

```
ACTION: R SCREEN: CTXT USERID: ACAS CKSY 11/16/04 09:33:22 AM

CUSTOMER TEXT

CUSTOMER= 01APIP0100
NAME: LARRY IRELAND

TEXT TEXT LINE
-----
12/2/02 RETURNED CK #3585 DTD 11/13/02 FOR $50.RE ALREADY PAID WITH 001
CK #3585 DTD 11/13/02. 003
005

04-*L009 HEADER CHANGE
```

### Customer Text

Customer Text (CTXT) is used to specify special notes about a customer. These notes can be used to explain the customer's credit or financial history. This free form text window is used only for informational purposes.

Field	Description
Customer Key field.	Enter the customer/client. The last character is an alternate address indicator used to identify multiple locations for the customer.
Name	The corresponding customer's name is displayed.
Text	Required. Enter text describing the specified customer.
Text Line	Key field. Enter a numeric value. The system provides default numbering. An increment of two is automatically added to the previous line number.

## Customer Financial History (CUSF)

Customer Financial History Inquiry (CUSF) contains current and prior year financial information about the customer. All of the information on Customer Financial History Inquiry (CUSF) is automatically updated as Advanced Receivables Subsystem documents are processed. Customer Financial History Inquiry (CUSF) is only updated if a receivable document is entered and then referenced by the other Advanced Receivables Subsystem documents. Cash receipts or P9s with no receivable or customer account reference do not update Customer Financial History Inquiry (CUSF).

Amounts on Customer Financial History Inquiry (CUSF) are maintained for both the inception-to-date and prior year ending balances. The dates and amounts on Customer Financial History Inquiry (CUSF) are of the last receivable and cash receipt processed against the customer.

## CUSF

ACTION: R SCREEN: CUSF USERID: ACAS CKSY 11/29/04 08:04:07 AM

CUSTOMER FINANCIAL HISTORY INQUIRY

CUSTOMER= 18ABWC  
NAME: WORKERS' COMPENSATION BOARD

	CURRENT BALANCE	PRIOR YEAR ENDING BALANCE
BILLED:	342,517.95	321,046.95
RECEIVED:	342,517.95	321,046.95
SHORT PYMTS WITHIN TOLERANCE:	0.00	0.00
OVERPYMTS WITHIN TOLERANCE:	0.00	0.00
TOTAL AMOUNT WRITTEN OFF:	0.00	0.00
TOTAL OUTSTANDING BALANCE:	0.00	
LAST PAYMENT AMOUNT:	10,735.50	
LAST PAYMENT DATE:	10 13 04	
LAST RECEIVABLE DATE:	10 01 04	

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Field	Description
Customer	Key field. Enter the customer/client about whom you wish to inquire. See Customer Name Inquiry (CUSN) for valid values.
Name	The customer name is displayed.
Billed (Current Balance)	The total amount billed to the customer since they were entered into the system is displayed.
Billed (Prior Year Ending Balance)	The customer's balance at the end of the prior year is displayed.

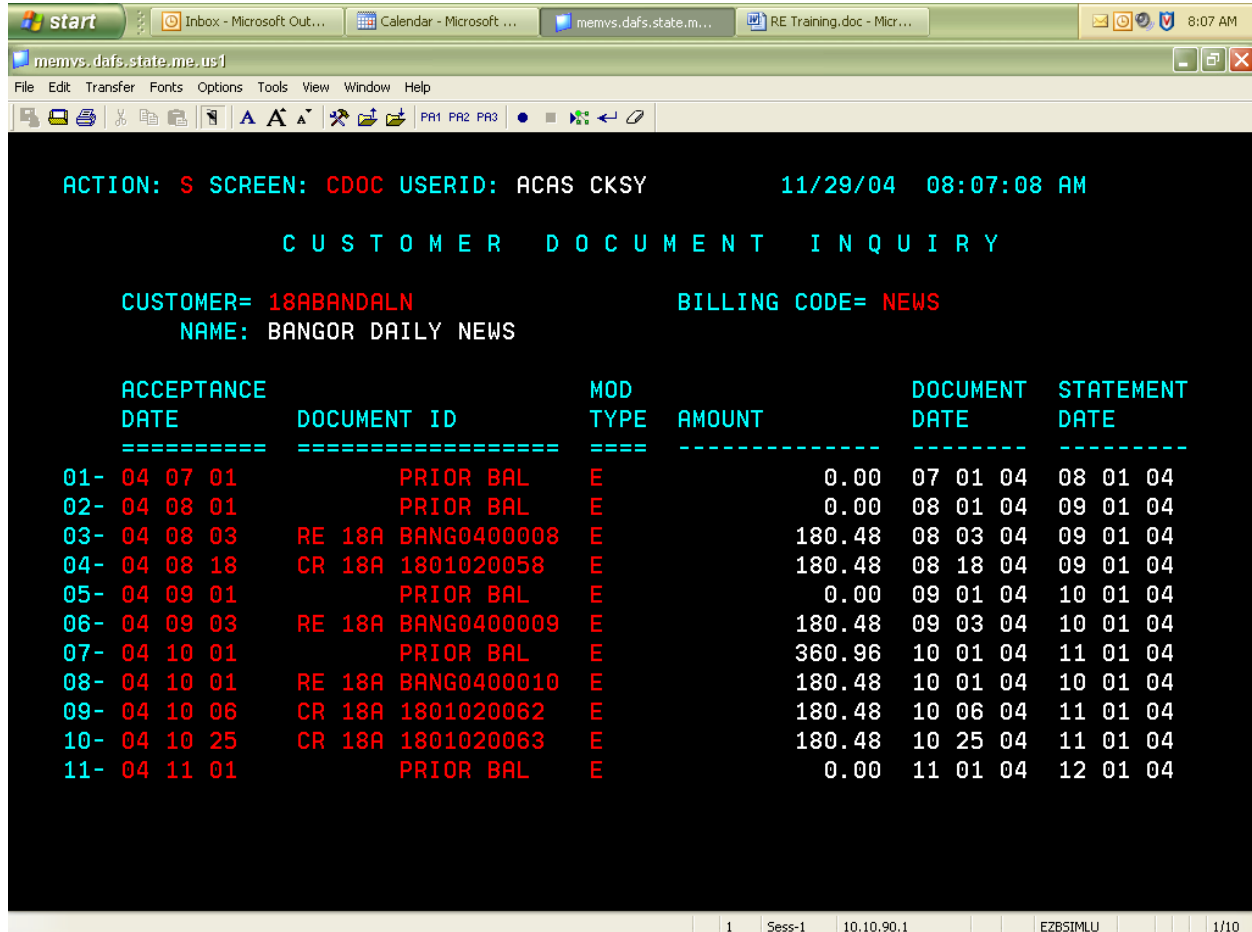
Field	Description
Received (Current Balance)	The total payments received from the customer since they were entered into the system is displayed.
Received (Prior Year Ending Balance)	The total payments received from the customer at the end of the prior year is displayed.
Short Pymts Within Tolerance (Current Balance)	The total short payments within the short payment tolerance received from the customer since they were entered into the system is displayed. <b>No Short Payment Tolerance.</b>
Short Pymts Within Tolerance (Prior Year Ending Balance)	The short payment balance at the end of the prior year is displayed. <b>No Short Payment Tolerance.</b>
Overpymts within Tolerance (Current Balance)	The total amount of overpayments which were within the overpayment tolerance and accepted as full payments without creating credits for the customer is displayed. <b>No overpayment tolerance, but there is a Balance Sheet Account 0216, set up for overpayments.</b>
Overpymts within Tolerance (Prior Year Ending Balance)	The overpayments balance at the end of the prior year is displayed.
Total Amount Written Off (Current Balance)	The total dollar amount of receivables written-off since the customer was entered into the system is displayed.
Total Amount Written Off (Prior Year Ending Balance)	The write-off balance at the end of the prior year is displayed.
Total Outstanding Balance (Current Balance)	The current balance owed by the customer is displayed. This amount is calculated as:  Billed to Date - (Received to Date + Short Payments within Tolerance) - Overpayments within Tolerance - Total Amount Written-Off
Last Payment Amount	The total amount of the last cash receipt from the customer is displayed.
Last Payment Date	The date of the last payment received from the customer is displayed.
Last Receivable Date	The date of the last receivable processed for the customer is displayed.

## Customer Document Inquiry (CDOC)

Information about customer documents is available in the system. These screens provide both document detail information and cross-reference information between documents.

Customer Document Inquiry (CDOC) provides detail information, in chronological order, of all transactions processed for a particular Customer code. This table is updated online as original and modifying transactions are processed.

### CDOC



The screenshot shows a web browser window with the URL `memys.dafs.state.me.us1`. The browser's address bar and tabs are visible at the top. The main content area displays the CDOC screen with the following information:

**ACTION: S SCREEN: CDOC USERID: ACAS CKSY 11/29/04 08:07:08 AM**

**C U S T O M E R   D O C U M E N T   I N Q U I R Y**

**CUSTOMER= 18ABANDALN BILLING CODE= NEWS**  
**NAME: BANGOR DAILY NEWS**

ACCEPTANCE DATE	DOCUMENT ID	MOD TYPE	AMOUNT	DOCUMENT DATE	STATEMENT DATE
01- 04 07 01	PRIOR BAL	E	0.00	07 01 04	08 01 04
02- 04 08 01	PRIOR BAL	E	0.00	08 01 04	09 01 04
03- 04 08 03	RE 18A BANG0400008	E	180.48	08 03 04	09 01 04
04- 04 08 18	CR 18A 1801020058	E	180.48	08 18 04	09 01 04
05- 04 09 01	PRIOR BAL	E	0.00	09 01 04	10 01 04
06- 04 09 03	RE 18A BANG0400009	E	180.48	09 03 04	10 01 04
07- 04 10 01	PRIOR BAL	E	360.96	10 01 04	11 01 04
08- 04 10 01	RE 18A BANG0400010	E	180.48	10 01 04	10 01 04
09- 04 10 06	CR 18A 1801020062	E	180.48	10 06 04	11 01 04
10- 04 10 25	CR 18A 1801020063	E	180.48	10 25 04	11 01 04
11- 04 11 01	PRIOR BAL	E	0.00	11 01 04	12 01 04

The bottom of the screenshot shows a status bar with the following information: 1 Sess-1 10.10.90.1 EZBSIMLU 1/10

#### Field

Customer

#### Description

Key field. Enter the customer/client for whom the document was processed. See Customer Name Inquiry (CUSN) for valid values.

Billing Code

Key field. Enter the code that identifies the billing profile for invoice or statement generation.

Name

The customer name is displayed.

Acceptance Date

Key field. Enter the date (*mm dd yy*) when the document is processed to begin browsing information from a particular time frame.

Document ID

Key field. Enter the transaction ID and number of the document processed to begin browsing information from a particular time frame.

<b>Field</b>	<b>Description</b>
Mod Type	Key field. Enter the type of document. Valid values are <b>E</b> (new entry), <b>M</b> (modification), <b>I</b> (interest charge), <b>L</b> (late fee), and <b>N</b> (non-sufficient funds check charge).
Amount	Total dollar amount of the document is displayed.
Document Date	The date the document was recorded ( <i>mm dd yy</i> ) is displayed.
Statement Date	The cut-off date for the statement period is displayed. This field is blank if the value entered in <b>Billing Code</b> specifies invoices.

## Billing Profile (BPRO)

Billing profiles identify a set of controls used in processing invoices, statements, collection letters and renewal notices for customers, and are defined on Billing Profile (BPRO). The key parameters associated with a Billing Code are a remittance **Address** and the **Invoice/Statement** indicator, which specifies whether the **Billing Code** is to be used for statements, invoices, or both.

If invoices are specified on the **Invoice/Statement** indicator, all receivables processed with the Billing Code generate an invoice. If statements are specified, the receivables processed with the **Billing Code** are listed on a monthly statement. If both invoices and statements are specified, the customers are billed using invoices and receive a monthly account summary statement.

## BPRO

ACTION: R SCREEN: BPRO USERID: ACAS CKSY 11/17/04 11:43:00 AM

B I L L I N G P R O F I L E

AGENCY= 18A BILLING CODE= STMT

REMIT TO NAME: DEPT OF ADMIN & FINANCIAL SERV  
REMIT TO DIV: BUREAU OF GENERAL SERVICES  
ADDRESS: STATE HOUSE STATION #74  
:  
CITY: AUGUSTA STATE: ME ZIP: 04333 - 0074

PAY TO: TREASURER, STATE OF MAINE

CONTACT NAME: CHIP WOODMAN  
PHONE: 624-7397

INVOICE/STATEMENT IND: S STATEMENT DAY: 01  
RE DUE DATE LAG: 31 INSTRUCTION CODE:  
BILLING COLLECTION CODE: BPC1 DETAIL/SUMMARY STMT: D

Field	Description
Agency	Key field. Enter the Agency code.
Billing Code	Key field. Enter the billing profile code.
Remit to Name	Required. Enter the name of the State Agency or organization that receives payments or other communications from customers.
Remit to Div	Optional. Enter the division that is to receive payments or other communications from customers.
Address, City,	Required. Enter the remittance address, city, state and zip code of

<b>Field</b>	<b>Description</b>
State, Zip	the department or organization that receives payments or other communications from customers. The first five zip code characters are required.
Pay To	Required. Enter the name of the organization to whom customers should write their checks or money orders. If you leave this field blank, the organization name from the Application Dates (LDAT) *ALL entry will be inferred.
Contact Name	Optional. Enter the name of the contact person within the department or organization who the customers can contact with any questions.
Phone	Optional. Enter the phone number of the department or organization contact person.
Invoice/ Statement Ind	Required. Specify whether customers are billed by invoices, statements or both. Valid values are:  <b><i>Invoices [I]</i></b> <b><i>Statements [S]</i></b> <b><i>Both [B]</i></b>
Statement Day	Conditional. Required if <b>Invoice/Statement</b> is <b><i>Statements [S]</i></b> or <b><i>Both [B]</i></b> . This field specifies the day of the month when statements are generated. Valid values are <b>1 - 28</b> .
Re Due Date Lag	Defaults to <b>Receivable Due Date Lag</b> on Revenue Options (ROPT). Specify the number of days past a receivable's date that the receivable is due. You can also use this field to specify the number of days past a statement day that a statement balance is due.
Instruction Code	Optional. Enter the default instruction value for all invoices and statements generated for <b>Billing Code</b> . See Special Instruction (SPIS) for valid values.
Billing Collection Code	Required. This is used to override <b>Collection Letter Code</b> on Collection Control (CCTL). See Billing Profile Collection Cycle (BPCC) for valid values.
Detail/Summary Stmt	Detail will show line items for all receivables. Summary will only show total amount due on all RE's outstanding.



## Receivable Document (RE)

### Defining the Receivable

A Receivable (RE) is a transaction to bill a customer for goods or services provided. General accounting procedures normally require receivables to record earned revenue. Receivables can be entered online (individually or batches), or entered and scheduled as recurring receivables (RERE). A receivable transaction can also be used for tracking receivables for reimbursements.

A receivable is recognition that money earned now will be received in the future. The transaction posts amounts to the revenue account on the transaction and to the billed receivables balance sheet account defaulted from Revenue Source (RSRC) or System Special Accounts (SPEC). Money is subtracted from an expenditure account for reimbursements. Intergovernmental (State Agencies) are coded to account 0052, all other receivables are coded to account 0022.

### System Special Accounts (SPEC)

```
start | 2 Microsoft Office ... | memvs.dafs.state.... | memvs.dafs.state.... | RE Training.doc - Mi... | http://eaccess.ams.... | 8:31 AM
memvs.dafs.state.me.us1
File Edit Transfer Fonts Options Tools View Window Help
PR1 PR2 PR3

ACTION: R SCREEN: SPEC USERID: ACAS CKSY 11/23/04 08:31:17 AM

SYSTEM SPECIAL ACCOUNTS
FISCAL YEAR= 05
----- PAYABLE AND DISBURSEMENT ACCOUNTS -----
VCHRS PAYABLE: 0209 CANCEL VCHRS PAYABLE: 0215 WITHHOLDING:
WARR CLEAR FUND: WARR PAYABLE: 0208 USE TAX ACCR:
A/P: 0209
----- MISCELLANEOUS ACCOUNTS -----
RESVD PRE-ENCUM: 0314 RESVD ENCUM: 0313 RESV ENCUM PYRL: 0313 FUND BAL: 0302
AGENCY DUE TO: 0202 DUE TO FUND: 0202 DUE FROM FUND: 0050 RET EARN: 0302
----- ACCOUNTS RECEIVABLE ACCOUNTS -----
FINANCE DELINQ: TYPE: FIXED RATE: 0.000 BILLED RECV: 0022
USE TAX: TYPE: FIXED RATE: 0.000 BASIS: 0
I/G BILLED RECV: 0052
----- FASB NET ASSET ACCOUNT -----
UNRESTRICTED: TEMP RESTRICTED: PERM RESTRICTED:
----- FIXED ASSETS ACCOUNTS ----- --- OTHER SUBSYSTEM ACCOUNTS ---
DEPR EXPENSE: 5701 GFAGA FUND: 100 CASH SWEEP POOL FUND:
CONTRIB TO FA: 0399 RESV MEMO PRE ENCUM: 0317
GN/LS ACCT/OBJ: 2836 / 9035 RESV MEMO ENCUM: 0318
SALE FA REV SRCE: 2801

1 Sess-1 10.10.90.1 EZBSIMLU 1/10
```

Decreases to receivable amounts are performed through a Receivable Credit Memo (RM). Only decrease modifications are allowed for prior year receivables. Adjustments to prior year revenues are charged against prior year revenue budgets and posted to the current accounting year. This process occurs, for example, when a cash receipt clears a prior year receivable for less than the billed amount.

Then, the revenue adjustment is reflected in the Revenue Budget (REVB) entry for the prior budget year and the accounting event is correctly posted to the current accounting year.

## Entering Receivable (RE) Documents

Receivable documents record billed receivables. They are entered using a header and line format. The header contains document total and customer information while the lines contain the individual items the customer is being billed for and accounting information.

### RE Header Detail

start | Inbox - Microsoft O... | Calendar - Microsoft... | 2 HostExplorer | RE Training.doc - Mi... | https://eaccess.ams... | 3:45 PM

memvs.dafs.state.me.us2

File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

FUNCTION: DOCID: RE 18A SCH05057002 11/17/04 03:45:39 PM  
STATUS: ACCPT BATID: ORG:  
H- RECEIVABLE INPUT FORM

RE DATE: 11 15 04 ACCTG PRD: BUDGET FY:  
CMIA SCHEDULE DATE:  
ACTION: E BILLING CODE: INST  
RE DUE DATE: OFF BLD REC ACCT: 0022  
RE TYPE: INSTRUCTION CODE:  
COMMENTS:

DOCUMENT TOTAL: 28,774.90  
CALCULATED DOC TOTAL: 28,774.90

CUSTOMER CODE: 18APORTLAN THIRD PARTY FLAG: N  
NAME: MARY JO O'CONNOR, SUPT  
ADDRESS: 331 VERANDA STREET  
CITY: PORTLAND STATE: ME ZIP: 04103 -

A--\*HS60-DOCUMENT MARKED FOR READ ONLY

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Field	Description
RE Date	Defaults to the current date. Enter the date ( <i>mm dd yy</i> ) of the receivable event.
Acctg Prd	Default is inferred based on <b>Date of Record</b> . If entered, ensure that it is open. You cannot enter a future period.
Budget FY	Default is current fiscal year. If entered, ensure that it is open. You cannot enter a future fiscal year.
CMIA Schedule Date	Display only. The date that represents when the transaction should be processed according to the CMIA drawdown schedule. This field is only used for documents generated by the CMIA Drawdown Generation Process (CMDG). <b>Not Applicable</b> .
Action	Optional. Valid values are: <b>New [E]</b> Indicates a new document. Blank defaults to <b>New [E]</b> for new entry.

<b>Field</b>	<p><b>Description</b></p> <p><b>Modification [M]</b> Modification of a previously entered document. This allows the addition of new lines, increases/ decreases to existing line amounts or canceling of a line. (You must use a Receivable Credit Memo (RM) document to decrease the document total.)</p> <p><b>Cancellation [X]</b> Allows you to cancel an existing document. If you want to cancel an existing document, the document cannot have been referenced in any way. The <b>Cancellation</b> option can only be used on receivables for which no cash has been collected and the RE can no longer be on SUSF.</p>
Billing Code	Defaults from Customer Information (CUS2) if a billing code is entered there. Enter the code that identifies the billing profile for invoice or statement generation. See Billing Profile (BPRO) for valid values.
RE Due Date	<p>Optional. Date on which payment for the receivable is due. Enter this field (mm dd yy) only if <b>Billing Code</b> specifies invoice processing. If blank and the billing code specifies invoices, it defaults to:</p> <p>Receivable Date + <b>Receivable Due Date Lag</b> (from Billing Profile (BPRO) or Revenue Options (ROPT))</p> <p>If blank and <b>Billing Code</b> specifies statements or both invoices and statements, it defaults to:</p> <p>Next statement date (based on the statement day) + <b>Receivable Due Date Lag</b> (from Billing Profile (BPRO) or Revenue Options (ROPT))</p>
Off Bld Rec Acct	Default is inferred from Revenue Source Index (RSRC) or System Special Accounts (SPEC). Enter the balance sheet account used to record the offset entry. See Balance Sheet Account Index (BACC) for valid values that are also assets. This is the offset billed receivables account for all of the receivable lines.
RE Type	<p>Optional. Enter the type of receivable document.</p> <p><b>G</b> The receivable is for Intergovernmental (State Agency) and is considered internal processing. To be paid with a P9.</p> <p><b>S</b> The receivable is a summary receivable and not for billing to customers. The accrual of finance charges and the printing of invoices are suppressed. For Misc Customer Codes only.</p> <p><b>I</b> Receivable contains only interest lines. All lines must contain the interest revenue source from Revenue Options (ROPT). (Modifying receivables only.)</p>

Field	Description
	<p><b>L</b></p> <p>Receivable contains only late fee lines. All lines must contain the late fee revenue source from Revenue Options (ROPT). (Modifying receivables only.)</p>
Instruction Code	Defaults to <b>Instruction Code</b> on Billing Profile (BPRO) for billing codes which specify invoices. Enter the code used to specify that special instructions are printed on an invoice. For statements, do not enter this field; it defaults from Billing Profile (BPRO) when the statement is generated.
Comments	Optional. Enter a description of the document. Comments are used as transaction descriptions on customer statements.
Document Total	<p>Required. Enter the unsigned net amount of all lines entered on the document. To compute this amount for modification documents:</p> <ol style="list-style-type: none"> <li>1. Add together the increase amounts.</li> <li>2. Add together the decrease amounts.</li> <li>3. Subtract the lesser of these from the greater and enter this amount.</li> </ol>
Calculated Doc Total	The net total of the line amounts is computed by the system and displayed.
Customer Code	Required. Enter the customer who is billed. See Customer Information (CUST) for valid values.
Third Party Flag	Default is cleared [ <b>N</b> ]. If selected [ <b>Y</b> ], the invoice generated is sent to the third party specified on Customer Information (CUS2) for the entered customer. The name and address are inferred from Third Party Billing (TPAR) rather than Customer Information (CUS2).
Name	Conditional. Required and must be entered manually if the <b>RE Type</b> is not <b>S</b> (summary) or <b>G</b> (Intergovernmental). If the customer is not miscellaneous, the name is inferred from Customer Information (CUS2) and cannot be changed.
Address, City, State, Zip	Conditional. Required and must be entered manually if the <b>RE Type</b> is not <b>S</b> (summary) or <b>G</b> (Intergovernmental). If the customer is not miscellaneous, the name is inferred from Customer Information (CUS2) and cannot be changed.

## RE Line Detail

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

FUNCTION:  DOCID: RE 18A SCH05057002 11/17/04 03:49:11 PM  
 STATUS: ACCPT BATID: ORG: 001-001 OF 001

LINE NO	FUND	AGCY	ORG/SUB	ACTV	REV SRC/SUB	APPR UNIT	FUNC TION	JOB OBJ/SUB	REPT NUMBER	CATG
01-	01	014	18A	0057	2496	01				
					28,774.90		EAST END SCHOOL			
02-										
03-										
04-										
05-										
06-										

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Field	Description
Line No	Required. Enter a unique, two-digit number for each document line.
Fund	Required. Default is inferred from Organization (ORG2) based on the agency and organization entered on this document. See Fund Index (FUND) for valid values.
Agcy	Conditional. Enter the agency for which the revenue was earned. See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.
Org/Sub	Required. See Organization Index (ORGN) for valid values.  Sub Org Optional. See Sub-Organization (SORG) for valid values.
Actv	Optional. Used for reporting purposes only. See Activity Index (ACTV) for valid values.
Rev Src/Sub	Conditional. Required on all revenue transactions. Enter the revenue source that defines the type of revenue recorded on this line. See Revenue Source Index (RSRC) for valid values. <b>Sub-Revenue</b> is optional. See Sub-Revenue Source (SREV) for valid values.

Field	Description
Appr Unit	Required. Appropriation is only required on transactions referencing an expense budget line.
Function	Optional.
Obj/Sub	Conditional. Required on reimbursement transactions only. Leave blank otherwise. See Object Index (OBJT) for valid values.
Job Number	Optional.
Rept Catg	Optional. See Reporting Category (RPTG) for valid values.
BS Acct	Conditional. Required on balance sheet transactions; leave blank on revenue transactions. See Balance Sheet Account Index (BACC) for valid values.
Rate Code	Conditional. Required if <b>Amount</b> is blank. Enter the code used to define the billing rate per unit of measure. See Billing Rate (BRTE) for valid values.
Number Units	Conditional. Required if <b>Rate Code</b> is entered. Enter the number of units consumed by the customer.
UOM	Conditional. Required if <b>Rate Code</b> is entered. Enter the unit of measure of the goods consumed by the customer. If <b>Rate Code</b> is entered, this field is inferred from Billing Rate (BRTE).
Amount	<p>Conditional. Required if either <b>Rate Code</b> or <b>Number of Units</b> is not entered. This is the dollar amount of the items described on the line. You can enter this manually, or let the system compute it as:</p> <p style="padding-left: 40px;">Billing rate (based on <b>Rate Code</b>) * <b>Number of Units</b>.</p> <p>If this is a modification of a previous line, enter the amount of the increase or decrease here. The decimal point is optional, but you must enter two decimal places for cents.</p> <p><b>Default/Increase/Decrease</b> indicates whether this field is added or subtracted from the original amount.</p>
I/D	Defaults to <b>Default [blank]</b> . Valid values on a modification transaction are <b>Increase [I]</b> or <b>Decrease [D]</b> . Valid values on a new transaction are <b>Default [blank]</b> or <b>Increase [I]</b> .
Description	Optional. Enter any additional information about a line here.

## Modifying Receivables (RM)

Once a receivable has been entered and processed, it can be modified using either a modifying receivable document or a receivable Credit Memo (RM) document. Modifying receivable documents (RE) are used to increase a receivable amount, or to change accounting information. Receivable Credit Memo (RM) documents are used to credit a customer's account and act like a decreasing receivable. An RM cannot be processed against a closed RE.

### RM Header Detail

FUNCTION:  DOCID: RM 18A LABCOMB2Q05 11/18/04 09:18:15 AM  
STATUS: ACCPT BATID: ORG:  
H- RECEIVABLE CREDIT MEMO INPUT FORM

RM DATE: 11 17 04 ACCTG PRD: BUDGET FY:

ACTION: M BILLING CODE: LEAS  
RE DUE DATE: 11 06 04 OFF BLD REC ACCT: 0052  
RE TYPE: G INSTRUCTION CODE:  
COMMENTS:

DOCUMENT TOTAL: 7,888.95  
CALCULATED DOC TOTAL: 7,888.95

CUSTOMER CODE: 18A12ALAB THIRD PARTY FLAG: N  
NAME: LABOR, DEPARTMENT OF  
ADDRESS: 54 STATE HOUSE STATION  
CITY: AUGUSTA STATE: ME ZIP: 04333 - 0054

A--\*HS60-DOCUMENT MARKED FOR READ ONLY H--R11W-RE DUE DATE < RE DATE

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The Receivable Credit Memo (RM) document modifies or cancels a Receivable (RE) document. The **Transaction ID** of the Receivable Credit Memo (RM) must match the **Transaction ID** of the Receivable (RE) you are referencing in order for the system to correctly infer the protected fields.

Field	Description
RM Date	Defaults to the current date. Enter the date ( <i>mm dd yy</i> ) of the receivable credit memo.
Acctg Prd	Default is inferred based on <b>Date of Record</b> . Ensure that you enter an open period and that it is not a future period.
Budget FY	Default is current fiscal year. Ensure that you enter an open budget fiscal year and that it is not a future fiscal year.
Action	Required. Default is <b>New [E]</b> . Valid values are: <b>New [E]</b> Indicates a new document. Blank defaults to <b>New [E]</b> for new entry.

Field	Description
	<b>Modification [M]</b>
	Modification of a previously entered document. This allows the addition of new lines, increases/ decreases to existing line amounts or canceling of a line. (You must use a Receivable Credit Memo (RM) document to decrease the document total.)
	<b>Cancellation [X]</b>
	Allows you to cancel an existing document. If you want to cancel an existing document, the document cannot have been referenced in any way. The <b>Cancellation</b> option can only be used on receivables for which no cash has been collected and the RE can no longer be on SUSF.
Billing Code	The billing code that identifies the billing profile for invoice or statement generation is displayed. This field is inferred from the original Receivable (RE) document.
RE Due Date	The date when payment for the receivable is due is displayed. This field is inferred from the original Receivable (RE) document.
Off Bld Rec Acct	The balance sheet account used to record the offset entry is displayed. This field is inferred from the original Receivable (RE) document.
RE Type	This field is inferred from the original Receivable (RE) document.
Instruction Code	The instruction code used to specify that the document needs special instructions printed on an invoice is displayed. This field is inferred from the original Receivable (RE) document.
Comments	Description of the document is displayed. This field is inferred from the original Receivable (RE) document.
Document Total	Required. Unsigned net amount of all lines entered on the document. Equal to the total of all line amounts.
Calculated DocTotal	The system computed total of the line amounts is displayed.
Customer Code	The customer credited is displayed. This field is inferred from the original Receivable (RE).
Third Party Flag	If selected [Y], a third party is billed. This field is inferred from the original Receivable (RE) document.
Name	The corresponding customer name is displayed. This field is inferred from the original Receivable (RE) document.
Address, City, State, Zip	The customer address and zip code information is displayed. This field is inferred from original Receivable (RE) document.



## RM Line Detail

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File Edit Transfer Fonts Options Tools View Window Help

PR1 PR2 PR3

FUNCTION:  DOCID: RM 18A LABCOMB2005 11/18/04 09:18:32 AM  
 STATUS: ACCPT BATID: ORG: 001-001 OF 001

LINE NO	FUND	AGCY	ORG/SUB	ACTV	REV SRC/SUB	APPR UNIT	FUNC TION	JOB OBJ/SUB	REPT NUMBER	CATG
01-	01	043	18A	0080	2603	05				
					7,888.95					RECEIVABLE CREDIT MEMO
02-										
03-										
04-										
05-										
06-										

01-A242W-NEG RECOGNIZED REVENUE

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Field	Description
Line No	Required. Enter a unique number for each document line. This field must match the line number of the original Receivable (RE) line that you want to modify.
Fund	The fund code for which revenue was earned is displayed. This field is inferred from the original Receivable (RE).
Agcy	The agency for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Org/Sub	The organization and sub-organization for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Actv	The activity for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Rev Src/Sub	The revenue source and sub-revenue source for which the revenue was earned is displayed. This field is inferred from the original Receivable (RE) line.
Appr Unit	The unit of appropriation associated with this line is displayed. This field is inferred from the original Receivable (RE) line.

Function	The function associated with this line is displayed. This field is inferred from the original Receivable (RE) line
<b>Field</b>	<b>Description</b>
Obj/Sub	The object and sub-object associated with this line are displayed. These fields are inferred from the original Receivable (RE) line.
Job Number	The job number associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
Rept Catg	The reporting category associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
BS Acct	The balance sheet account associated with this line is displayed. This field is inferred from the original Receivable (RE) line.
Rate Code	The code used to define the billing rate per unit of measure is displayed. This field is inferred from the original Receivable (RE) document.
Number Units	The number of units purchased by the customer is displayed. This field is inferred from the original Receivable (RE) document.
UOM	The unit of measure of the goods purchased by the customer is displayed. This field is inferred from the original Receivable (RE) document.
Amount	Required. Enter the dollar amount of the decrease to the original Receivable (RE) line. The decimal point is optional, but you must enter two decimal places for cents.
I/D	<b>Decrease [D]</b> or <b>Default [blank]</b> is displayed. Regardless of the default or entry selected by the user on the original Receivable (RE) document, this field will have the effect of a <b>Decrease [D]</b> .
Description	The description associated with this line is displayed.

### **Canceling Receivables**

Receivable documents can be canceled when the receivable is entered in error. Canceling the transaction reverses the revenue recognition and clears the item on the appropriate open item application tables. Canceling is achieved by using the **Cancellation** option on a modifying receivable document. The **Cancellation** option can only be used on receivables for which no cash has been collected and the RE can no longer be on SUSF. Use the same RE Doc number and enter an X in the Action field along with the Document Total. Enter a V in the Function field to verify the document and all the fields will be populated. The OREH, OREL, and CDOC tables will be updated accordingly.

If a receivable has been partially closed, canceling is achieved by using a Receivable Credit Memo (RM) and decreasing each line by its outstanding balance.

### **Updates for Receivable (RE) Documents**

When a receivable document is accepted, a line is created on Open Receivable Line Inquiry (OREL) for every line listed on the document. One entry is also created on Open Receivable Header Inquiry (OREH) to store data from the header portion of the document.

When the record is added to Open Receivable Header Inquiry (OREH), records are also added to the Open Receivables by Customer Inquiry (OREC) and Open Receivables by Due Date Inquiry (ORED). Open Receivables by Customer Inquiry (OREC) lists all of the receivables processed (in receivable document number order) for a particular customer. Open Receivables by Due Date Inquiry (ORED) provides a list of all receivables (in due date order) by Customer and Billing Code. This window is useful for monitoring what is outstanding for a customer for each billing location.

### **External Billing**

The external billing facilities are used to bill customers using invoices or statements. Invoices or statements are automatically generated based on user-defined billing specifications (BPRO, p. 14).

### **Customer Invoice Printing**

Customer invoices are printed in the nightly cycle in Advanced Receivables Subsystem to bill customers. Invoices are generated whenever invoice processing is selected for the customer or receivable, and one of the following conditions exists:

- A new receivable is entered into the system
- A replacement invoice is requested
- An adjustment has been made to a receivable amount
- A credit balance exists on the receivable

Original invoices are processed on the same schedule as replacement, adjusted, or credit invoices. Original invoices are printed whenever new receivables are entered into the system. Replacement, adjusted and credit invoices are generated based on the **Replacement Indicator** on Printed Receivable (PRRE, p. 29).

Original invoices are generated from data entered in the system through the receivable transaction. Reprints use the original data plus any modification data.

A variety of special features are available to enhance the invoice generation process. These features include the ability to:

- Select remittance location (BPRO)
- Bill a third party (TPAR)

- Automatically print special instructions (SPIS, BPRO)
- Place an invoice on hold so that it is not printed (INHD)
- Reprint invoices for modified receivables (PRRE)

### Invoice Processing Selection

Invoice processing can be selected for a specific Billing Code on Billing Profile (BPRO, p. 14). An invoice Billing Code must then be selected on the receivable document. When a receivable document is entered, a Billing Code can be entered, or it can be inferred from Customer Information (CUST, CUS2). If the **Invoice/Statement** indicator on Billing Profile (BPRO) is set to **Invoice** or **Both** (both invoices and statements), then an invoice is generated for the receivable processed.

The **Billing Code** also specifies a remittance location. This remittance location is the address to which the customer must send their payments. This address is automatically printed on all invoices. The **Pay To** fields on Billing Profile (BPRO) specifies who the customer should make their checks payable to.

### Original Invoice Printing

Original invoices are automatically generated for the receivables selected for invoice processing. When a receivable document is accepted into the system, the open receivable tables are updated. The records stored on these tables are then used to generate invoices.

The Invoice Register and Error Report (AR96) lists receivable document and corresponding customer information for invoices printed and those bypassed because of errors. The original invoice date and the invoice amount are also printed on the report.

The system tracks all of the printed invoices in Printed Receivable (PRRE). This window is a list of receivable document IDs and the date when the invoice was printed. This window can be used as a reference to verify whether a specific invoice was issued to the customer. The window also identifies invoice reprints caused by modifications to invoices that were already printed, and tracks and modifies the dunning and collection letter processing.

### Customer Invoice Reprints

A customer may request a new copy of the previously issued invoice. Printed Receivable (PRRE) lists all receivables that were printed as customer invoices and the date they were printed. This window also contains the previously printed and next dunning message and collection letter codes for a specific receivable. If a replacement receivable is needed, enter **Y** in **Replacement Ind.**

Replacement invoices are selected in a process separate from original invoice printing, but are printed together with original invoices. Printed Receivables (PRRE) is searched, and replacement invoices reprinted if the **Replacement Indicator** on Printed Receivables (PRRE) is equal to **Y**. The replacement invoice displays the following message:

REPLACEMENT -- LAST PRINT: XX/XX/XX

where XX/XX/XX is the date printed from Printed Receivables (PRRE). The date printed is updated whenever an invoice, including a replacement, is generated.

### Suppressing Invoice Generation

Invoice generation can be suppressed by not selecting the **Generate Billing** indicator on Open Receivable Options (OREO) or by setting the **Dispute Indicator** to **Yes**. **Generate Billing** defaults to being selected when a receivable is accepted, unless it is a summary receivable, in which case the default is **blank**.

The **Dispute Indicator** should be set to **Yes** for receivables which are being disputed by customers. When the **Dispute Indicator** is set to **Yes**, the **Generate Billing** indicator and the **Accrue Finance Charge** indicator on Open Receivable Options (OREO) are set to is **blank**. The default for the **Dispute Indicator** is **blank**.

Invoice generation is automatically suppressed if a receivable has been:

- Marked as a summary receivable (RE Type S when creating RE document)
- Placed on a payment schedule (PSHD, OREO)
- Marked for collections (OREO – Collection Status C)
- Marked for legal action (OREO – Collection Status L)
- Scheduled for write-off or written off (PUNR, OREO)

## Printed Receivable (PRRE)

TRANSACTION ID	DATE PRINTED	REPLACEMENT IND	DUNNING MESSAGE LAST NEXT	COLLECTION LETTER LAST NEXT	NEXT DUNN/ COLL DAY
01- RE 18A BANG0400008	08 03 04	N			031
02- RE 18A BANG0400009	09 03 04	N			031
03- RE 18A BANG0400010	10 01 04	N			031
04- RE 18A BANG0400011	11 02 04	N			031
05- RE 18A BMHIASC0502	10 01 04	N			031
06- RE 18A BMHIC00502	10 01 04	N			031
07- RE 18A BMHIIFW0502	10 01 04	N			031
08- RE 18A BMHIPPC0052	10 01 04	N			031
09- RE 18A CAPITOL0407	08 11 04	N	D030	D060	061
10- RE 18A CAPITOL0408	08 03 04	N			031
11- RE 18A CAPITOL0409	09 03 04	N			031
12- RE 18A CAPITOL0510	10 01 04	N			031
13- RE 18A CAPITOL0511	11 02 04	N			031

Field	Description
Transaction ID	Required. Enter the transaction ID of the Receivable (RE) document.
Date Printed	The last date that a customer invoice was generated for the Receivable (RE) document is displayed.
Replacement Ind	Optional. Enter <b>Y</b> to request a replacement invoice. <b>A</b> is entered automatically if an adjusted receivable is printed.
Dunning Message Last	The last dunning message printed on a dunning customer invoice is displayed.

Dunning Message Next Field	Optional. The next dunning message scheduled based on the collection notice cycle defined on Collection Cycle (CCTL) or Billing Profile Collection Cycle (BPCC). Enter a dunning message value from Dunning Message (DUNN) to override the default value.
Collection Letter Last	The last collection letter value is displayed.
Collection Letter Next	Optional. The next collection letter scheduled based on the collection notice cycle defined on Collection Cycle (CCTL) or Billing Profile Collection Cycle (BPCC). Enter a collection letter value from Collection Letter (COLT) to manually override the default value.
Next Dunn/Coll Day	The number of days past the Receivable (RE) due date that a dunning message or collection letter is scheduled to print is displayed.

### Customer Statement

Customer statement generation lists all revenue transactions for a particular Customer/ Billing Code combination on one monthly statement.

### Customer Statement Selection

Statement processing can be selected for a specific Billing Code on Billing Profile (BPRO) by entering **Statements** or **Both** (both invoices and statements) in the **Invoice/Statement** indicator. Any receivable or document referencing the receivable with such a Billing Code is included on a customer statement. This **Billing Code** can be directly entered on a receivable document, or inferred from Customer Information (CUST, CUS2) when processing a receivable.

### Customer Statement Generation

During statement processing, a selection process chooses all transactions with statement dates after the last statement processing date. For example, if the last statement was printed on 12/01/96 and today is 12/03/96, statement dates 12/02/96 and 12/03/96 are selected for the current statement generation.

All transactions for a particular Statement Date/Customer code/Billing Code combination are printed on a single customer statement. Detail information is found on Customer Document Inquiry (CDOC). Transactions processed after the statement date are not selected for the current statement, but are scheduled for the following one.

The customer statement is printed in a format that provides a quick summarization of a customer's activity for a particular period. It contains the following information:

- Customer data
- Remittance address
- Amount due
- Due date
- Transaction date
- Document ID
- Description
- Transaction amount (new charges/payments)
- Interest or late charges
- Aging categories
- Special instructions or dunning messages (if appropriate)

Once a statement has been generated, Statement (STMT) is updated with general statement information. The **Current Statement Amount**, last **Dunning Message Code** and last **Dunning Message Day** field are updated for the current period. Summary aging categories are also updated. A prior statement balance record is added to Customer Document Inquiry (CDOC) to show the beginning balance of a statement period.

A statement register is generated when the customer statement process is run. It displays a list and count of customer statements generated successfully. Also, a list of statements that were not generated due to errors is printed.

### **Replacement Customer Statement Generation**

A customer may request a new copy of a previously issued statement. Replacement statements can be requested by selecting the **Replacement Indicator** on Statement (STMT).

Replacement statements are selected and printed in a process separate from the original statement printing. "Replacement Statement " is printed on the reissued statement. Once a period is cleared from Customer Document Inquiry (CDOC), replacement statements can no longer be generated.

### **Suppressing Statement Generation**

Customer statement generation can be suppressed for all statements for a customer or for a particular customer account (Customer/Billing Code). To suppress all statements for a customer, the customer's code must be entered on Statement Hold (STHD) with a blank **Billing Code**. To suppress a particular customer account, both the Customer code and Billing Code must be entered. As long as the record remains on Statement Hold (STHD), statements are not generated.

### **Write-offs**

Receivables deemed uncollectible can be written off as a reduction in revenue using the Write-Off (WO) document. The Write-Off (WO) document is generated offline based on Potential Uncollectible Receivable (PUNR). This window contains a list of receivables which have been selected as significantly past due. A nightly process creates the Write-Off (WO) documents based on a flag on Potential Uncollectible Receivable (PUNR).

The write-off process is controlled and scheduled from Potential Uncollectible Receivable (PUNR). Once this table is loaded, write-offs can be scheduled.

Receivables are loaded into Potential Uncollectible Receivable (PUNR) in a nightly process. An Application Dates (LDAT) parameter is specified to define the number of days past due a receivable must be to be added to Potential Uncollectible Receivable (PUNR). Records can also be manually entered onto Potential Uncollectible Receivable (PUNR).

Once a receivable has been entered on Potential Uncollectible Receivable (PUNR), it can be scheduled for write-off by entering **S** (scheduled for write-off) in the **Write-Off Indicator**. This schedules the receivable to be written off during the next run of the write-off batch process. To stop the write-off process for a receivable, the **Write-Off Indicator** must be spaced out, or the Potential Uncollectible Receivable (PUNR) record deleted from the table. The **Write-Off Indicator** is also displayed on Open Receivable Options (OREO), but cannot be updated there.

Once a receivable has been marked for write-off, the nightly process automatically generates a Write-Off (WO) document for the receivable. *WO documents should not be entered online.* When the Write-Off (WO) is processed, the recognized revenue is reversed for the uncollected balance of the receivable. If cash has been collected, only the outstanding balance is written.

## Open Receivable Options (OREO)

Open Receivable Options (OREO) is used to provide receivable specific processing options and controls. For example, if a customer disputes a receivable, this can be identified on Open Receivable Options (OREO). If a receivable is disputed, finance charge accrual as well as the generation of dunning invoices and collection letters is suppressed. Finance charge accrual and billing can also be individually suppressed.

Receivables can also be assigned to a collections agency on Open Receivable Options (OREO) by setting the **Collection Status** to **Collections** and entering a valid **Collection Agreement Number** from Master Service Agreement (MSAT). A receivable can be flagged for legal action by setting the **Collection Status** to **Legal Action**. When a receivable is flagged for collections or legal action, the corresponding fields on Customer Credit History Inquiry (CUSC) are updated.

Receivables which are on a payment schedule or are being written off are also flagged on Open Receivable Options (OREO).

## OREO

```
ACTION: R SCREEN: OREO USERID: ACAS CKSY      11/19/04  08:51:17 AM

      O P E N   R E C E I V A B L E   O P T I O N S

      RE NUMBER= 18A BANG0400008

ACCRUE FINANCE CHARGE: Y
GENERATE BILLING: Y

DISPUTE IND: N

COLLECTION STATUS:
COLLECTION AGREEMENT NUMBER:                DATE ASSIGNED:
WRITE OFF IND:

PAYMENT SCHEDULE: N                        CMIA SCHEDULE DATE:

INSTRUCTION CODE:
```

Field	Description
RE Number	Key field. Enter an open or recently closed receivable document number.
Accrue Finance Charge	Default is cleared [N]. Select [Y] to accrue finance charges. Leave cleared [N] to stop the accrual of finance charges against the receivable.



<b>Field</b>	<b>Description</b>
Generate Billing	Default is selected <b>[Y]</b> . Select <b>[Y]</b> to print customer invoices and collection letters. Leave cleared <b>[N]</b> to stop the printing of customer invoices and collection letters for the receivable.
Dispute Ind	Defaults to <b>No Entry [blank]</b> . Select <b>Yes [Y]</b> if a receivable is disputed by a customer. If <b>Yes [Y]</b> is selected, the <b>Accrue Finance Charge</b> and <b>Generate Billing</b> checkboxes must be cleared <b>[N]</b> .
Collection Status	Defaults to <b>Unknown [blank]</b> . The last type of collection support processed against the receivable. Valid values are:  <b>Collections [C]</b> <b>Intercepts [I]</b> <b>Legal Action [L]</b> <b>Unknown [blank]</b>
Collection Agreement Number Conditional.	Required only if <b>Collection Status</b> is <b>Collections [C]</b> . This is the master service agreement number to which the receivable is assigned for collections. See Master Service Agreement (MSAT) for valid values.
Date Assigned	Display only. Date when <b>Collection Agreement Number</b> was entered. This is automatically updated by the system when <b>Collection Agreement Number</b> is entered.
Write Off Ind	If <b>Scheduled [S]</b> is displayed, write-offs are scheduled, if <b>Written-Off [W]</b> is displayed, the receivable was already written-off. Inferred from Potential Uncollectible Receivable (PUNR).
Payment Schedule	The payment schedule is displayed. If selected <b>[Y]</b> , this receivable T is entered on Payment Schedule (PSHD).
CMIA Schedule Date	Display only. For Extended Budgeting users only. The date that represents when the document should be processed according to the CMIA drawdown schedule is displayed. This field is only used for documents generated by the CMIA Drawdown Generation Program (CMDG).
Instruction Code	Optional. The instruction code entered on the receivable document is overridden by entering a valid value from Special Instruction (SPIS).

## Open Receivable Header Inquiry (OREH)

When a receivable document is processed and accepted, a line is created on Open Receivable Line Inquiry (OREL) for every line listed on the document. One entry is also created on Open Receivable Header Inquiry (OREH) storing data from the header portion of the receivable document. When the record is added to Open Receivable Header Inquiry (OREH), records are also added to Open Receivables by Customer Inquiry (OREC) and Open Receivables by Due Date Inquiry (ORED).

Receivable amounts on both and Open Receivable Line Inquiry (OREL) are changed when modifications are submitted on Receivable (RE) or Receivable Credit Memo (RM) documents, or the receivable is written off. The **Closed** Amount fields are changed when cash receipts or non-sufficient funds checks are processed against them.

## OREH

```
ACTION: R SCREEN: OREH USERID: ACAS CKSY      11/19/04  08:56:42 AM

      O P E N   R E C E I V A B L E   H E A D E R   I N Q U I R Y

      RE NUMBER= 18A BANG0400008

      BUDGET FY: 05                      BILLING CODE: NEWS
      DATE: 08 03 04                      AMOUNT: 180.48
      CLOSED DATE: 08 18 04                CLOSED AMOUNT: 180.48
      DUE DATE: 08 08 04                OUTSTANDING BALANCE: 0.00
      CMIA SCHEDULE DATE:
      FINANCE CHARGE DATE: 08 08 04  LAST CR DATE: 08 18 04  TEXT IND:
      TYPE:                               INSTRUCTION CODE:

      CUSTOMER: 18ABANDALN                THIRD PARTY IND: N
      NAME: BANGOR DAILY NEWS
      DIVISION:
      ADDRESS: P.O. BOX 1329
      :
      CITY: BANGOR                        STATE: ME ZIP: 04402 - 1329
      COMMENTS:
```

Field	Description
RE Number	Key field. Enter the open or recently closed receivable document number.
Budget FY	The document's budget fiscal year is displayed.
Billing Code	The billing code used for processing the receivable is displayed.
Date	The transaction date of the receivable is displayed.

Amount	The amount that the customer was billed for this receivable is displayed. This includes any modifying receivable documents or receivable credit memos processed against the original receivable.
<b>Field</b>	<b>Description</b>
Closed Date	The date when the receivable was closed either due to a payment from the customer or a credit memo is displayed.
Closed Amount	The amount paid against the receivable is displayed. When the receivable is closed, this field equals the receivable amount.
Due Date	The date when payment for the receivable is due is displayed.
Outstanding Balance	The difference between the receivable amount and the closed receivable amount is displayed.
CMIA Schedule Date	For Extended Budgeting users only. The date that represents when the document should be processed according to the CMIA drawdown schedule is displayed. This field is only used for documents generated by the CMIA Drawdown Generation Program (CMDG).
Finance Charge Date	The date of the last late fee or interest charge accrued against the receivable is displayed. Defaults to the receivable due date.
Last CR Date	The date of the last cash receipt processed against the receivable is displayed.
Text Ind	[Y] indicates whether text was entered for the receivable on Receivable Text (RETX).
Type	[S] indicates that the receivable is a summary receivable and not for billing to a customer. [G] indicates that it is an intergovernmental receivable billable to another State Agency.
Instruction Code	The special instructions value is displayed. This value represents the instructions from Special Instructions (SPIS) that are printed on a customer invoice.
Customer	The customer/client for whom the receivable was processed is displayed.
Third Party Ind	If selected [Y], the recurring receivable is billed to the third party specified on Customer Information (CUST).
Name	The corresponding customer name is displayed.
Division	The division from the customer address is displayed.
Address, City, State, Zip	The customer's street address, city, state, and zip code is displayed.
Comments	The description of the receivable is displayed.

### **Open Receivable Line Inquiry (OREL)**

A line on Open Receivable Line Inquiry (OREL) is closed when:

- The sum of all cash receipts or P9's referencing a receivable document line equals the line amount.
- A cash receipt forces a close on a receivable line when the payment is within the short or overpayment tolerances. **No Short Payments accepted.**
- A Receivable Credit Memo (RM) amount cancels the original receivable or, if a cash receipt already referenced it, reduces the amount to the collected amount.
- The receivable is written off using the Write Off (WO) transaction.
- The receivable is cancelled.

When all the lines in a Receivable document are closed on Open Receivable Line Inquiry (OREL), the appropriate record on Open Receivable Header Inquiry (OREH) is closed. All records are deleted from Open Receivable Header Inquiry (OREH) and Open Receivable Line Inquiry (OREL) a user-specified number of accounting periods after the period in which the header record is closed.

## Open Receivable Line Inquiry (OREL)

ACTION: R SCREEN: OREL USERID: ACAS CKSY 11/19/04 08:57:58 AM

OPEN RECEIVABLE LINE INQUIRY

RE NUMBER= 18A BANG0400008 LINE NUMBER= 01

FUND: 010 AGENCY: 18A ORG/SUB-ORG: 0080  
 APPR UNIT: 01 ACTIVITY: FUNCTION:  
 OBJ/SUB-OBJ: REV/SUB-REV: 2603 BS ACCOUNT:  
 REPT CAT: JOB NUMBER: PROJECT:  
 OFFSET BILL RECV ACCT: 0022

RATE CODE: NUMBER OF UNITS: 0.00 UNIT:

LINE AMOUNT: 180.48  
 LINE COLLECTED AMOUNT: 180.48  
 LINE CLOSED AMOUNT: 180.48

DESCRIPTION: 256SQ FT 8.46/SQ FT AUG 2004

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Field	Description
RE Number	Key field. Enter an open or recently closed receivable document number.
Line Number	Key field. Enter the line number you want to view from the receivable document.
Fund, Agency, Org/Sub-Org, Appr Unit, Activity, Function, Obj/Sub-Obj, Rev/Sub-Rev, BS Account, Rept Cat, Job Number, Project	The accounting distribution that was entered on the receivable line and for which the revenues were earned is displayed.
Offset Bill Recv Acct	The balance sheet account used to record the offset entry is displayed.
Rate Code	The billing rate per unit of measure is displayed.

Number of Units	The number of units of goods purchased by the customer is displayed.
<b>Field</b>	<b>Description</b>
Unit	The unit of measure of the goods purchased by the customer is displayed.
Line Amount	The amount billed on this receivable line is displayed. This is either a manually entered amount, or is computed as:  Billing Rate * Number of Units.
Line Collected Amount	If an overpayment or underpayment falls within tolerance amounts on Revenue Options (ROPT), the amount entered on the Cash Receipt (CR) is displayed.
Line Closed Amount	The cash receipt amount processed against the receivable is displayed. When the receivable line is closed, this field is equal to the <b>Billed</b> amount even if it does not equal the <b>Collected</b> amount.
Description	The description of the receivable line is displayed.

## Paying an RE

There are two processes for paying an RE:

1. Cash Receipts (CR)
2. Payment Voucher (P9) – Intergovernmental only

Cash Receipts are processed through the Treasury Automated Management Information System (TAMI). These are processed whenever a cash or check payment is received from the customer whether Intergovernmental or not.

Payment Vouchers (P9's) are processed by the agency who is being billed for the goods or services. Multiple payees are acceptable on P9 coding.

## P9 Header Detail

start | 2 Microsoft Office... | memvs.dafs.state... | memvs.dafs.state.me.us1 | RE Training.doc - M... | http://eaccess.ams... | 8:56 AM

memvs.dafs.state.me.us2

File Edit Transfer Fonts Options Tools View Window Help

PA1 PA2 PA3

FUNCTION: DOCID: P9 10A 8105DL1864 11/23/04 08:56:35 AM  
STATUS: REJCT BATID: ORG:  
H- PAYMENT VOUCHER INPUT FORM TO PAY INTRAGOVERNMENTAL RE'S

P9 DATE: ACCTG PRD: BUDGET FY:  
ACTION: E PV TYPE: 9 SCH PAY DATE:  
OFF LIAB ACCT: FA IND: DOCUMENT TOTAL: 6,737.71  
EFT IND: APPLICATION TYPE: USE TAX AMT: 0.00  
ACCRUAL IND: CALC DOC TOTAL: 6,737.71  
VENDOR CODE: CHECK CATEGORY: SINGLE CHECK FLAG:  
VENDOR NAME: TAX CODE:  
ADDR1:  
ADDR2:  
ADDR3:  
FREIGHT IND: FREIGHT TOT: FREIGHT I/D:  
TOTAL AMT: TOT AMT I/D: CALC TOT AMT:  
TOTAL QTY: TOT QTY I/D: CALC TOT QTY:  
SELLER: FUND: AGCY: ORG: SUB-ORG:  
APPR UNIT: ACTV: FUNC: REV SRC: SUB-REV:  
JOB NO: RCAT: OBJECT: SUB-OBJ:  
OFF REC ACCT: BS ACCT:

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The Payment Voucher (P9) authorizes the spending of money to another State Agency.

Field	Description
P9 Date	Default is the date the document is accepted. Enter the date ( <i>mm dd yy</i> ) that you want to associate with these documents, usually the current date. You cannot enter a future date.
Acctg Prd	Default is inferred from <b>P9 Date</b> . If you want these transactions recorded in another accounting period, enter the desired open

period, using fiscal month and fiscal year. You cannot enter future periods.

**Field**

Budget FY

**Description**

Default is the current fiscal year. If you want these transactions recorded in another fiscal year, enter the desired open fiscal year. You cannot enter future budget fiscal years.

Action

Default is **New [E]**. Valid values are:

**New [E]**

Indicates that this is a new entry (new document).

**Modification [M]**

This allows you to add lines to a previous document, change the amounts on existing lines (not codes), or cancel a line (decrease a line amount to zero). To change codes in an existing line, you must cancel that line and reenter a new line. You can record both these lines on the same document by entering **Modification [M]**.

PV Type

To process a P9 enter **9**.

Scheduled Pay  
Date

Defaults to current date. P9's are accepted overnight

Document Total

Required. Enter the net amount of all lines on the document. To compute this amount:

1. Add all the increase amounts.
2. Add all the decrease amounts.
3. Subtract the smaller of these amounts from the larger.
5. Enter that amount.

Vendor Code

Not required for P9's.

**No other fields need to be completed for a P9.**



[illegible]

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Agcy	<p>Conditional. Enter the agency paying for the item on this line. For transactions that require a balance sheet account code, an agency must be entered if <b>Reporting Category</b> is entered; otherwise, agency is optional on balance sheet transactions.</p> <p>See Agency Index (AGCY) and Fund Agency Index (FAGY) for valid values.</p>
Org	Required. See Organization Index (ORGN) for valid values.
Sub Org	Optional. See Sub-Organization (SORG) for valid values.
Appr Unit	Required. Appropriation is only required on transactions referencing an expense budget line.
Actv	Optional. Used for reporting purposes only. See Activity Index (ACTV) for valid values.
Obj	Conditional. For transactions that require a balance sheet account code, this field is optional. See Object Index (OBJT) for valid values.
Sub-Obj	Conditional. <b>Object</b> must be entered before you can enter this field. Enter the sub-object on expenditure documents. See Sub-Object (SOBJ) for valid values.
Rev Src	<p>Conditional. Enter a revenue source on an internal refund transaction; otherwise, leave blank. When revenue source is entered, <b>Object</b> and <b>Balance Sheet Account</b> must be blank. Enter the revenue source credited as a result of this document. See Revenue Source Index (RSRC) for valid values.</p>
Sub-Rev	Optional. Enter a sub-revenue source if <b>Revenue Source</b> is entered. See Sub-Revenue Source (SREV) for valid values.
Job No	Conditional. An entry in this field is required on expenditure transactions if <b>Job Number Required on Spending</b> on Organization (ORG2).
Rept Cat	This field is optional. See Reporting Category (RPTG) for valid values.
BS Acct	<p>Conditional. Enter a balance sheet account if this is an expense transaction (fixed assets, consumption-based inventories, pre-paid items) or if this transaction transfers funds between two balance sheet accounts.</p> <p>If the latter is the case, <b>Object</b> must be blank. See Balance Sheet Account Index (BACC) for valid values.</p>
Amount	<p>Required. Enter the line amount for this payment voucher document. If adding a new line, enter the dollar amount of the item(s) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Record two digits for cents; the decimal point is optional. Do not enter dollar signs or commas.</p>

I/D	Defaults to <b>Default [blank]</b> on a new document. Indicates whether the amount is an <b>Increase [I]</b> or <b>Decrease [D]</b> . <b>Decrease [D]</b> is valid on new entries as long as the discount type is blank and a requisition is not being referenced. <b>Decrease [D]</b> is used on new entries to record credit memos.
Total Amount	The total line amount calculated by the system is displayed. This value is reached by adding the adjustment amount, including freight and/or tax, to the amount entered.
P/F	<p>Defaults to <b>Default [blank]</b>. This field is used only when a purchase order or RE is referenced. Valid values are:</p> <p><b>Default [blank]</b> This will leave this field blank.</p> <p><b>Partial [P]</b> This value is optional (the system knows that the payment is partial because the payment voucher line amount is less than the purchase order or RE line amount).</p> <p><b>Final [F]</b> If the total amount expensed equals the purchase order or RE line amount, then the purchase order or RE line is closed automatically, and this value is optional.</p> <p>Select <b>Final [F]</b> if the total amount expensed is <i>less than</i> the purchase order or RE amount, but you want to force a close (the item did not cost as much as expected) or if the total amount expensed is <i>more than</i> the purchase order or RE amount (the item cost more than expected).</p>